

# Integrating Lessons Learned

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## Scope

This procedure covers the integration of lessons learned throughout our organization for the purpose of continuous improvement.

This procedure does not cover the input or capturing of lessons. Refer to *Capturing Lessons Learned* [[PROA02L0](#)].

This procedure also does not cover the evaluation or processing of lessons. Refer to *Processing Lessons Learned* [[PROA03L0](#)].

## Policy

Applicable Corporate and Regional **Lessons Learned** are reviewed quarterly.

A **Lessons Learned** List, per project, is

- Generated, at a minimum, during preparation of Scope of Work (SOW).
- Reviewed and implemented by all PDT Members.
- Verified it was used on the Quality Assurance Certification.
- Retained in the Project Folder.

## Responsibility

The Project Manager is responsible for:

- Producing a Lessons Learned list for their project.
- Assuring use of the Lessons Learned Project List during SOW generation.

The PDT Member is responsible for:

- Assuring use of the Lessons Learned Project List during SOW generation.
- Printing the Checklist and Sign-Off Sheet for their discipline.
- Reviewing and incorporating lessons learned during project development.

The Resource Provider is responsible for verifying Lessons Learned were reviewed and integrated when applicable before signing the Quality Control Certification.

The A-E Firm is responsible for verifying Lessons Learned were reviewed and integrated when applicable before signing the Quality Control Certification.

## Distribution

A-E Firm\*

PDT Member\*

Project Manager\*

Resource Provider\*

## Ownership

The Mil/CW Lessons Learned Coordinator

[[Ann.C.Spilman@usace.army.mil?subject=PROA04L0 - Integrating Lessons Learned](mailto:Ann.C.Spilman@usace.army.mil?subject=PROA04L0-Integrating%20Lessons%20Learned)] is responsible for ensuring that this document is necessary and that it reflects actual practice.

## References

Refer to:

- *HTRW and Environmental Lessons Learned (HTRWELL) Informational System* [[http://hq.environmental.usace.army.mil/tool\\_info/lessons/lessons.html](http://hq.environmental.usace.army.mil/tool_info/lessons/lessons.html)]
- *SPD Regional Business Center Lessons Learned (SPDLL)* [<http://uranium/leslrn/>]
- *SPD Regional Business Center Lessons Learned User Manual* [[REFA01L0](#)]
- *Contract Review* [[PROP01L0](#)]
- *Design Process for Civil Works Projects* [[PROP02L0](#)]
- *Design Process for Military Projects* [[PROP03L0](#)]
- *Design Process for Hazardous, Toxic, and Radiological Waste Projects* [[PROP04L0](#)]
- *Preventive Actions* [[PROA07L0](#)]
- *Corrective Actions* [[PROA01L0](#)]
- *Capturing Lessons Learned* [[PROA02L0](#)]
- *Processing Lessons Learned* [[PROA03L0](#)]
- *Management of Project Folders* [[PROQ07L0](#)]
- *Preparing BCOE and Quality Control Certificates* [[PROP22L0](#)]

## Activity Preface

This activity is performed during scope of work and scope of services preparation. It may also be performed any time during investigation, planning, design, construction, and operation phases.

## Prior Activity

*Contract Review* [[PROP01L0](#)]

*Design Process for Civil Works Projects* [[PROP02L0](#)]

*Design Process for Military Projects [PROP03L0]*

*Design Process for Hazardous, Toxic, and Radiological Waste Projects [PROP04L0]*

*Preventive Actions [PROA07L0]*

*Corrective Actions [PROA01L0]*

*Capturing Lessons Learned [PROA02L0]*

*Processing Lessons Learned [PROA03L0]*

## Project Manager

1. Determine project search criteria.

PM and PDT Member should search for their project "LOCATION" specific lessons, but should also search under the appropriate PHASE and DISCIPLINES.

**If HTRW, goto task #2. Otherwise, goto task #3.**

2. Search HTRWELL.

*HTRW and Environmental Lessons Learned (HTRWELL) Informational System*  
[\[http://hq.environmental.usace.army.mil/tool\\_info/lessons/lessons.html\]](http://hq.environmental.usace.army.mil/tool_info/lessons/lessons.html)

**Goto task #4.**

3. Search SPDLL.

*SPD Regional Business Center Lessons Learned (SPDLL)* [\[http://uranium/leslrn/\]](http://uranium/leslrn/)

Refer to *SPD Regional Business Center Lessons Learned User Manual* [\[REFA01L0\]](#) for instructions.

## Project Manager or PDT Member

4. Print Search Results.

PM should print the initial search results shown as a hyperlinked Title Listing

PDT Member should print the Checklist and Sign-Off Sheet for each discipline.

**If Developing Scope, goto task #5. Otherwise, goto task #6.**

5. Apply appropriate Lessons Learned to scope development.

## **PDT Member or A-E Firm**

6. Apply appropriate Lessons Learned to project development.

Complete the Checklist and Sign-Off Sheet for each discipline.

7. Resolve conflicts with Project Manager.

8. File in Project Folder.

Refer to *Management of Project Folders* [\[PROQ07L0\]](#)

**If HTRW, goto task #9. Otherwise, goto task #10.**

9. Sign Project Certification Sheet

Each PDT Member and A-E Firm must certify compliance for each discipline.

**End of activity.**

## **Resource Provider or A-E Firm**

10. Verify Lessons Learned were reviewed and integrated into project.

**End of activity.**

**Goto *Preparing BCOE and Quality Control Certificates* [\[PROP22L0\]](#).**

## Flow Chart

### Integrating Lessons Learned

